

**DEPARTMENT OF ENERGY  
TECHNICAL QUALIFICATION PROGRAM  
CHANGE NOTICE 004**

**Affected Qualification Standard:** Quality Assurance (Rev. 0; May 1997)

**Background:** In response to requests received from Program and Operations Offices, the Office of Training and Human Resource Development (HR-31) developed a new Quality Assurance Functional Area Qualification Standard. This Standard is now the twenty-fourth Department-wide Functional Area Qualification Standard within the Technical Qualification Program. The process used to develop this Standard was similar to the process used to develop other Standards. A subject matter expert workshop with Headquarters and Field Element representatives, was assembled to develop a draft version of the Standard. The draft Standard was then sent out for peer review. Comments received were then dispositioned by Management Sponsor subject matter experts. The Quality Assurance Functional Area has been concurred with by the Management Sponsor, the Assistant Secretary for Environmental Management, and approved by the Technical Excellence Executive Committee. This Change Notice provides the actions that are required to be taken to implement the Quality Assurance Functional Area Qualification Standard.

- Action(s):**
1. Effective May 7, 1997, Quality Assurance became a new Functional Area within the Technical Qualification Program. Revision 0 of the Quality Assurance Qualification Standard is included as Attachment 1.
  2. Technical Qualification Program participants selecting Quality Assurance as their Primary Functional Area are also required to complete the General Technical Base Qualification Standard (GTBQS) and an Office/Facility-Specific Qualification Standard as required by DOE Order 360.1 *Training*.
  3. Technical Qualification Program participants selecting Quality Assurance as their Primary Functional Area, shall have eighteen months from the effective date to complete their qualification requirements as required by DOE Order 360.1, *Training*. The eighteen month time limit does not apply to Technical Qualification Program participants who were required to select another Functional Area Qualification Standard when the Technical Manager Qualification Standard was canceled by Change Notice 001. Those individuals shall qualify within the time period specified by Change Notice 001.

**Approved:** \_\_\_\_\_  
Signed May 7, 1997  
Thomas W. Evans  
Technical Personnel Program Coordinator